

SANDY CITY
APPROVED CLASS SPECIFICATION

I. Class Title: Recreation Intern

Revision Date: 01/17
EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 55504

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Recreation Division Manager, performs and assists in special assignments, projects, activities, and programs, such as but not limited to: skate park activities, youth fishing program, parks playground program, arts & crafts program, start smart program, falcon running club, and races.

III. Essential Duties:

- Assist the Recreation Division Manager in special assignments and projects.
- Develop, plan, organize and run assigned activities and programs.
- Contact other agencies and obtain information on training procedures for officials / umpires, program fees, as well as other assignments.

IV. Marginal Duties:

- Assist Recreation Coordinators needed.
- Performs other duties and projects as needed.

V. Qualifications:

Education: A current Undergraduate or Graduate student in recreation management or related field. Internship must be part of graduation requirement. Prefer individual at senior or graduate level of studies.

Experience: Experience in sports and recreational programs is preferred but not required.

Certifications/License: Must possess a valid Utah driver's license.

Knowledge of: Basic knowledge and experience in youth and adult sports and/or other recreation programs or activities. Some experience in child recreation programs preferred. Some knowledge of recreation programming preferred. Basic understanding of computer programs including word processing, spreadsheets, presentations and statistics. Experience with web programming preferred. Correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Working with recreation personnel on studies and projects to enhance division performance, along with other assignments and projects.

Communication Skills: Ability to clearly understand instructions, directives, and communicate effectively verbally and in writing; establish and maintain effective working relationships with recreation employees and participants. Frequent contact with the public. Good people skills are essential.

Tool, Machine, and Equipment Operation: Requires regular use of office equipment including a computer, printer, telephone, copy machine, and fax machine. Occasional use of specialized equipment related to the assigned activity/program; occasional use of a City vehicle.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; relate well with variety of persons under varying circumstances.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, object, or controls. Physical labor required with frequent walking, bending, and lifting objects (up to 50 lbs.).

Work Environment: Generally comfortable working conditions; occasional exposure to stressful situations as a result of human behavior and frequent deadlines. Work will be both in the office and outside during summer heat. Substantial mental effort required. There is constant interaction with public, participants, and other city employees. Requires work on weekdays and Saturdays.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____